

MISSION ESSENTIAL QUALIFICATIONS STANDARDS

MEDICAL

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

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Training
MISSION ESSENTIAL QUALIFICATIONS STANDARDS - MEDICAL

FOR THE COMMANDER:

OFFICIAL:

MAURICE BUCHANAN
Colonel, USA
Deputy Commander/Chief of Staff

\SIGNED\
TERRENCE N. TIERNAN
Director, Information Management

DISTRIBUTION:
Spec

Ea MEPS

Summary. This revision reflects administrative changes only.

Applicability. This handbook applies to all medical personnel in the military entrance processing station (MEPS).

Suggested improvements. The proponent agency of this handbook is Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), Human Resources Directorate. Users are invited to send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: MHR-TR, 2834 Green Bay Road, North Chicago, IL 60064-3094.

*This handbook supersedes USMEPCOM Handbook 350-1-1, 28 December 1998.

1. Purpose

To provide MEPS personnel the mission essential qualification standards (MEQS) needed to become a more

productive member of the qualified MEPS team.

2. Prescribing regulation

USMEPCOM Reg 350-1 (Command Training Program) prescribes the use of this handbook. Users may obtain this regulation from the USMEPCOM Electronic Pubs/Forms Library.

3. Minimum performance standards

The MINIMUM performance standards needed to do a task in a specified category will qualify the individual in the assigned task. To qualify for the task, the individual is required to all answer questions and perform all tasks in the specified category.

4. Task identifier number

A task identifier number identifies the MEPS section, the category series number, and the primary task/subtask number and title. An explanation of task identifier number digits are explained in below.

a. Explanation of task identifier number digits.

(1) **First digit (MEPS section).** The first digit shows the MEPS section which the task falls under, see example below.

First Digit = MEPS Section

1xxx	Medical
2xxx	MIRS
3xxx	Operations
4xxx	Testing
5xxx	Support

(2) **Second digit (Category).** The second digit identifies the category of training/testing. See sample below.

Second Digit = Category

x1xx	Basic Knowledge
x2xx	Job Knowledge
x3xx	Task Certification

(a) **Basic Knowledge (1 series).** This category contains the basic information the trainee is required to know. The references listed above the component paragraphs in this category will aid the trainee in self-study. See sample below.

1101 USMEPCOM's Mission

References:

- a. AR 601-270
- b. USMEPCOM Reg 10-1

1. Define the mission of USMEPCOM and your MEPS?
2. Where is HQ USMEPCOM located?

(b) Job Knowledge (2 series). This category contains information that will prepare individuals to understand the various functional areas within the MEPS. See sample below.

1201.1 Components

- 1-1. Explain the procedures for conducting the medical briefing.
- 1-2. Explain which applicants require drug and alcohol testing and are required to complete USMEPCOM Form 40-8-E (Drug and Alcohol Testing Acknowledgment).
- 1-3. Explain the procedures for conducting breath alcohol testing.

(c) Task Certification (3 series). This category contains the tasks required to ensure certification in the various functional areas. See sample below.

1301.1 Demonstration

Place a ✓ mark or
your initials as you
complete a subtask

- 1-1. Greet applicants and explain the purpose of the medical examination. _____
- 1-2. Read/ensure applicants understand and sign DD Form 2005 (Privacy Act Statement). _____
- 1-3. Explain/ensure applicants understand and sign USMEPCOM Form 40-8-E (Drug and Alcohol Testing Acknowledgment). _____
- 1-4. Conduct BAT. _____

Initials Date

Task 1301 completed: _____

(3) Third and fourth digits. The third and fourth digits will show the primary task number. There may be more than one primary task. The first primary task will be numbered "01" and numbered consecutively thereafter. The number of primary task will not exceed the number "99" (e.g., 2299). See sample of a primary task identifier number and its title below.

Third and Fourth Digits/Primary Task

xx01/(Primary task title)

(4) Fifth and sixth digits. The fifth and sixth digits following a decimal point are required only when the primary task has a subtask. A subtask is an extension of a primary task. See sample below.

Fifth and Sixth Digits/Subtask

xxxx.10 (Subtask title)

b. Component paragraphs. These are the paragraphs that are contained under the task identifier number. They consist of the tasks the trainee needs to know and/or demonstrate.

5. Training coordinator

Training coordinators are responsible for assisting section supervisors in administering the appropriate MEQS handbook. Tasks may include distributing the MEQS handbook, maintaining individual training folders, assisting trainees, and meeting with the section supervisors to ensure the program is updated as required.

6. Section supervisors

Section supervisors play an extremely important role in the success of the Command Training Program. If the supervisor administers MEQS with insight, he or she will find that the MEQS is a helpful tool that can fit into the overall training plan effectively. Supervisors will assign their personnel a specific task(s) to complete. The supervisor is responsible for tailoring MEQS to fit each section and the command's need. The supervisor should provide motivation to their personnel by assigning goals and following the trainees' progress.

7. Trainee

The trainee is responsible for complying with training schedules and following instructions from the supervisor and authorized trainers. He or she must become proficient in his or her assigned task(s) in a timely manner.

8. Cross training

There will be times when you will receive training in other areas of the MEPS to help fill manning shortages. For example, a medical technician may have to assist at the control desk, or a military processing clerk may have to conduct the ortho/neuro exercises. Instead of issuing the appropriate MEQS handbook, the section supervisor, or authorized trainer, will provide copies of the tasks and Certification Sheet for the task(s). You need only cross train on those tasks necessary for the job. For example, a military processing clerk doing ortho/neuro exercises only needs to qualify on those applicable tasks on the Certification Sheet.

9. Periodic progress reviews

Section supervisors conduct periodic progress reviews throughout the year to ensure the individual is accomplishing his or her assigned task(s). Failure to meet progress goals are addressed through individual counseling sessions. Section supervisors will conduct periodic progress reviews.

10. Progress Summary Sheet

Supervisors, or authorized trainers, use the Progress Summary Sheet to annotate the dates the trainee satisfactorily completed the assigned task(s). The Progress Summary Sheet may also be used to document sustainment/refresher training.

11. Certification Sheet

After the trainee completes all assigned task(s), the supervisor completes the Certification Sheet. The supervisor forwards the Certification Sheet and the Progress Summary Sheet to the MEPS' training coordinator. MEPS' training coordinator (normally the first sergeant) files the sheets in the individual training file.

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BASIC KNOWLEDGE

1101 *USMEPCOM's Mission*

References:

- a. AR 601-270
- b. USMEPCOM Reg 10-1
- c. USMEPCOM Memo, 14 August 1996, Red Carpet Program

1. Define the mission of USMEPCOM and the your MEPS.
2. Where is HQ USMEPCOM located?
3. Where is sector headquarters located?
4. Who is the sector commander?
5. Who is the sector Command Sergeant Major?
6. What is the Interservice Recruitment Committee's function?
7. What is the Midlevel Recruitment Committee's function?
8. Define modular and same day processing and give their purpose?
9. What is the Privacy Act and how does it relate to the processing of applicants at your MEPS?
10. Describe the MEPS applicant dress code.
11. Explain the purpose and basic concepts of the Red Carpet Program.
12. Explain the relationship of USMEPCOM in the accession triad.

1102 *Quality Control*

References:

- a. AR 601-270
- b. USMEPCOM Reg 601-4
- c. USMEPCOM Reg 601-23
- d. USMEPCOM Reg 611-1
- e. USMEPCOM Reg 611-3
- f. USMEPCOM Reg 680-1
- g. USMEPCOM Circ 20 series
- h. MEPS quality control (QC) SOP

1. Explain the purpose of quality control?
2. Explain the responsibilities of the following workstations in the performance of quality control:
 - a. Control desk - Medical
 - b. Control desk - Operations
 - c. Files room clerk
 - d. Quality review process
 - e. Packet breakdown
 - f. PEI
 - g. Test proctor
 - h. System support personnel
 - i. Test administrator
 - j. Transportation
3. Explain the purpose of the following MIRS products and their importance to quality control:
 - a. USMEPCOM PCN 714ADP - Processee/Enlistee Record
 - b. USMEPCOM PCN ZHM093 - Prior Record Roster
 - c. USMEPCOM PCN ZHM121 - Mini-Data Base Query
 - d. USMEPCOM PCN ZHM081 - Medical Roster
 - e. USMEPCOM PCN ZHM089 - Prior Service Verification/Projected DEP Purge Report
 - f. USMEPCOM PCN ZHM103 - Purge Roster
4. Define PAMDAHO in terms of MIRS and its purpose.
5. Define the following record identification (RID) types:
 - a. 1
 - b. 2
 - c. 3
 - d. 4
 - e. 5
 - f. 6
 - g. 7
6. Explain the purpose of the parental consent on DD Form 1966/4.
7. Explain when signature verification is required.
8. Define the following MIRS type codes:

- | | |
|------|------|
| a. A | d. J |
| b. B | e. K |
| c. E | f. M |

9. Define the following MIRS status codes:

- | | | |
|------|------|------|
| a. A | h. I | o. R |
| b. B | i. J | p. V |
| c. C | j. K | q. Z |
| d. D | k. L | |
| e. E | l. M | |
| f. G | m. N | |
| g. H | n. P | |

1103 *Aptitude Testing*

References:

- a. AR 601-270
- b. USMEPCOM Reg 601-1
- c. USMEPCOM Reg 601-23
- d. USMEPCOM Reg 611-1
- e. USMEPCOM Reg 680-1

1. Explain the purpose of Armed Services Aptitude Battery (ASVAB) testing.
2. Describe the two ASVAB testing programs.
3. What constitutes a "G" status?
4. Explain the validation period of the ASVAB test.
5. Explain the time requirement for retesting; initial and retests.
6. Explain the purpose of the mobile examining team (MET) sites, and how sites many your MEPS is responsible for.
7. Describe the purpose of special purpose tests and under what conditions are they given.
8. Describe the affect an invalid test has on applicant processing.
9. Describe the events leading to a test control officer (TCO) interview and the affects on

applicant processing.

10. Describe the responsibilities of the test proctor and under what conditions they are required.
11. Describe the purpose and importance of USMEPCOM Form 714A-E.
12. Explain the ASVAB retesting policy.

1104 *Medical Examination*

References:

- a. AR 601-270
- b. USMEPCOM Reg 40-1
- c. USMEPCOM Reg 40-8

1. Explain the purpose of medical examinations.
2. Describe the basic components of a full physical examination.
3. Explain the validity period of MEPS physicals.
4. Describe the components of physical inspections.
5. Explain when physical inspections are required.
6. Describe some conditions which would prevent applicants from being authorized physical examinations.
7. Explain which applicants are required to have drug and alcohol testing (DAT).
8. Explain the purpose of the parental consent on DD Form 1966/4 and when they are required.
9. Explain the purpose of medical prescreening forms and when they are required.
10. Define the following medical transaction codes:

- | | | |
|------|------|------|
| a. 0 | e. 4 | i. 8 |
| b. 1 | f. 5 | j. 9 |
| c. 2 | g. 6 | k. D |
| d. 3 | h. 7 | l. M |

1105 Operational Processing

References:

- a. AR 601-270
- b. USMEPCOM Reg 601-1
- c. USMEPCOM Reg 601-23
- d. USMEPCOM Reg 680-1

1. Explain the function of the operations section.
2. Explain the purpose and responsibilities of the following operations section workstation:
 - a. Control desk
 - b. Files room
 - c. MIRS
 - d. Packet breakdown
 - e. Preenlistment interview
 - f. System support personnel (SSP)
 - g. Transportation
3. Explain the proper utilization of USMEPCOM Form 727-E (Processing List).
4. Explain what United States Codes of Military Justice (UCMJ) articles are required to be read to applicants prior to entering the Delayed Entry Program.
5. Explain the purpose of record retrievals and social security number (SSN) pulls.
6. Explain the procedures for removing files from the Files Room.
7. Explain the cut-off times for applicant processing through the operations section.
8. Describe the Reserve shippers briefing given by control desk personnel.

JOB KNOWLEDGE**1201 Medical History Orientation Briefing**

References:

- a. AR 601-270
- b. USMEPCOM Reg 40-1
- c. USMEPCOM Reg 40-8

1201.1 Explanation

- 1-1. Explain the procedures for conducting the medical briefing.
- 1-2. Explain which applicants require drug and alcohol testing and are required to complete USMEPCOM Form 40-8-E (Drug and Alcohol Testing Acknowledgment).
- 1-3. Explain the procedures for conducting breath alcohol testing.
- 1-4. Explain the procedures for conducting breath alcohol testing and recording results.
- 1-5. Explain the purpose for stressing disclosure of information concerning asthma.
- 1-6. Explain the purpose of reading Article 83 of the Code of Military Justice to applicants.

1201.2 Components

For each component listed below:

- a. What is its purpose?
- b. What is the required quality control?
- c. What is the applicant's required actions?
- d. What is MEPS responsibility?

	<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>
2-1. DD Form 2005 (Privacy Act Statement)	X	X	X	X
2-2. DD Form 2246 (Applicant Medical Prescreening Form)	X	X	X	X
2-3. USMEPCOM Form 40-8-1-E (HIV Antibody Testing Acknowledgment)	X	X	X	X
2-4. USMEPCOM Form 40-8-E (Drug and Alcohol Testing Acknowledgment)	X	X	X	X
2-5. Standard Form 88 (Report of Medical Examination)	X	X	X	X

a b c d

2-6. Standard Form 93 (Record of Medical History)	X X X X
2-7. DD Form 2246 (Applicant Prescreening Sheet)	X X X X

1201.3 Special Conditions

- 3-1. Explain the procedures for briefing applicants who arrive late to the medical briefing.
- 3-2. Explain the procedures for handling applicants who become ill during the medical briefing.
- 3-3. Explain the procedures for handling disruptive applicants during the medical briefing.
- 3-4. Explain the procedures for processing applicants who test positive for breath alcohol.

1201.4 Safety Precautions

- 4-1. Explain the safety precautions involving intoxicated or hostile applicants.

1202 *Medical Examination***References:**

- a. DOD Directive 6130.3
- b. AR 601-270
- c. USMEPCOM Reg 40-1

1202.1 Explanation

- 1-1. Explain the tests and/or examinations that comprise an initial physical examination.
- 1-2. Explain the tests and/or examinations that comprise a physical inspection.
- 1-3. Explain the validity period for initial physicals and physical inspections.
- 1-4. Explain the validity period for shipper physical inspections.
- 1-5. Explain the tests and/or examinations that comprise an Air Force Air Traffic Controller examination.
- 1-6. Explain the tests and/or examinations that comprise a Class III flight examination.

1-7. Explain what types of physical examinations will not be conducted at your MEPS.

1-8. Explain the requirements for giving a medical examination to minors.

1202.3 Interface

3-1. Explain how initial physical examinations interface with applicant processing.

3-2. Explain how physical inspections interface with applicant processing.

3-3. Explain how shipper physical inspections interface with applicant processing.

3-4. Explain how medical examinations interface with the recruiting commands' mission.

3-5. Explain how medical examinations interface with outside medical facilities.

3-6. Explain how medical examinations interface with the operations and testing sections.

3-7. Explain how medical examinations interface with public health authorities.

3-8. Explain how medical examinations interface with the Privacy Act.

3-9. Explain how the medical briefing interfaces with medical processing.

1202.4 Special Conditions

4-1. Explain the procedures for briefing applicants who arrive late to the medical briefing.

4-2. Explain the procedures for handling applicants who become ill during the medical briefing.

4-3. Explain the procedures for handling disruptive applicants during the medical briefing.

4-4. Explain the procedures for stopping processing of an applicant who test positive for breath alcohol.

1203 Vision Examinations

References:

- a. AR 601-270
- b. USMEPCOM Reg 40-1
- c. Manufacturer's instructions

1203.1 Explanation

- 1-1. Explain the purpose for conducting eye examinations.
- 1-2. Explain the procedures for conducting Pseudo-Isochromatic Plates (P.I.P.) test and record results.
- 1-3. Explain the procedures for conducting far visual acuity tests and record results.
- 1-4. Explain the procedures for conducting near visual acuity tests and record results.
- 1-5. Explain the procedures for conducting depth perception tests and record results
- 1-6. Explain the procedures for conducting Farnsworth Lantern (FALANT) color perception tests and record results.
- 1-7. Explain the English Snellen Linear System.

1203.2 Components

For each component listed below:

- a. What is its purpose?
- b. How is it used?

	<u>a</u>	<u>b</u>
2-1. Ophthalmic Lensometer	X	X
2-2. Pseudo-Isochromatic Plates	X	X
2-3. Farnsworth Lantern	X	X
	<u>a</u>	<u>b</u>
2-4. Vision testing stereoscope	X	X

- | | |
|-----------------------------|-----|
| 2-5. Depth perception slide | X X |
| 2-6. Occluder | X X |

1203.3 Interface

- 3-1. Explain how the vision examination interfaces with the applicant's processing through the Medical Section.
- 3-2. Explain how the vision examination interfaces with the recruiting commands' mission.
- 3-3. Explain how the vision examination interfaces with the applicant's job qualifications.

1204 Laboratory

References:

- a. AR 601-270
- b. USMEPCOM Reg 40-1
- c. USMEPCOM Reg 40-8
- d. MEPS' Waste Disposal SOP

1204.1 Explanation

- 1-1. Explain the procedures for drawing the applicant's blood.
- 1-2. Explain the procedures for conducting pregnancy tests and recording the results.
- 1-3. Explain the procedures for conducting RPR tests and recording the results.
- 1-4. Explain the procedures for disposal of biological waste.
- 1-5. Explain the procedures for conducting proteinuria tests.
- 1-6. Explain the procedures for preparing and shipping HIV specimens.
- 1-7. Explain the procedures for daily breath alcohol analyzers calibration and recording results.

1204.2 Components

For each component listed below:

- a. What is its purpose?
- b. What is the required quantity?
- c. What quality control actions are required?
- d. When is it used?

	<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>
2-1. Centrifuge	X	X	X	X
2-2. Rotator	X	X	X	X
2-3. Microscope	X	X	X	X
2-4. Serum separation tube	X	X	X	X
2-5. USMEPCOM Form 40-8-6-R (HIV Control Log)	X	X	X	X
2-6. USMEPCOM Form 40-8-1-E (HIV Antibody Testing Acknowledgment)	X	X	X	X

1204.3 Interface

- 3-1. Explain how laboratory tests interface with applicant processing through the Medical Section.
- 3-2. Explain how laboratory tests interface with public health authorities.

1204.4 Special Conditions

- 4-1. Explain how to handle applicants who become ill during and/or after drawing blood.

1204.5 Safety Precautions

- 5-1. Explain the safety precautions while drawing blood.

1205 *Blood Pressure/Pulse*

References:

- a. AR 601-270
- b. USMEPCOM Reg 40-1

1205.1 Explanation

- 1-1. Explain the procedures for taking the applicant's blood pressure and recording results.

- 1-2. Explain the procedures for taking the applicant's pulse and recording results.

1205.2 Components

For each component listed below:

- a. What is its purpose?
- b. How is it used?

	<u>a</u>	<u>b</u>
2-1. Vitamax Blood Pressure/Pulse Monitor	X	X
2-2. Standard Form 88 (Report of Medical Examination)	X	X
2-3. Standard Form 93 (Record of Medical History)	X	X

1205.3 Interface

- 3-1. Explain how blood pressure testing interfaces with applicant processing through the Medical Section.
- 3-2. Explain how pulse testing interfaces with applicant processing through the Medical Section.

1205.4 Special Conditions

- 4-1. Explain the procedures used when an applicant has high blood pressure.

1205.5 Safety Precautions

- 5-1. None to be discussed.

1206 *Hearing Examination*

References:

- a. AR 601-270
- b. USMEPCOM Reg 40-1

1206.1 Explanation

- 1-1. Explain the purpose of conducting a hearing examination.
- 1-2. Explain the procedures for conducting and recording a hearing examination results.

1-3. Explain the procedures for calibrating audiometers.

1206.2 Component

For each component listed below:

- a. What is its purpose?
- b. How is it used?

	<u>a</u>	<u>b</u>
2-1. Headphones	X	X
2-2. Hearing Booth	X	X
2-3. Audiometer	X	X
2-4. Bio-Acoustic Simulator	X	X

1206.3 Interface

3-1. Explain how a hearing examination interfaces with applicant's processing through the Medical Section.

1206.4 Special Conditions

4-1. Explain the procedures used when an applicant fails to follow instructions during the hearing examinations.

1206.5 Safety Precautions

5-1. None to be discussed.

1207 DAT/Urinalysis

References:

- a. AR 601-270
- b. USMEPCOM Reg 40-8

1207.1 Explanation

1-1. Explain the purpose of the DAT.

1-2. Explain the procedures for conducting a DAT.

1-3. Explain the procedures for conducting glucose and protein tests.

1-4. Explain the procedures for preparing and shipping drug specimens.

1-5. Explain the chain of custody requirements for the DAT.

1-6. Explain which applicants are required to take the DAT.

1207.2 Components

For each component listed below:

- a. What is its purpose?
- b. How is it used?
- c. What quality control checks are required?

	<u>a</u>	<u>b</u>	<u>c</u>
2-1. USMEPCOM Form 40-8-E (Drug and Alcohol Testing Acknowledgment)	X	X	X
2-2. USMEPCOM Form 40-8-4-R (Drug Testing Control Log)	X	X	X
2-3. USMEPCOM Form 40-8-3-R-E (Urine Sample Custody Document)	X	X	
2-4. Uropaper		X	X
2-5. Labels		X	X
2-6. Bottle		X	X
2-7. Seals		X	X

1207.3 Interface

3-1. Explain how the DAT interfaces with the applicant processing through the Medical Section.

3-2. Explain how the DAT interfaces with the recruiting commands' mission.

1207.4 Special Conditions

4-1. Explain the procedures used to remove applicants who cannot provide urine specimens from further processing.

1207.5 Safety Precautions

5-1. None to be discussed.

1208 *Height/Weight*

References:

- a. AR 600-9
- b. AR 601-270
- c. OPNAVINST 6110.1E
- d. USMEPCOM Reg 40-1

1208.1 Explanation

- 1-1. Explain the purpose of height and weight checks.
- 1-2. Explain the procedures for conducting the applicant's height/weight tests and recording results.
- 1-3. Explain the procedures for conducting body fat tests on Army applicants and recording results.
- 1-4. Explain the procedures for conducting body fat tests on Navy applicants and recording results.
- 1-5. Explain the procedures for conducting body fat tests on Air Force applicants and recording results.
- 1-6. Explain the procedures for conducting body fat tests on Marine Corps applicants and recording results.
- 1-7. Explain the procedures for conducting body fat tests on Coast Guard applicants and recording results.
- 1-8. Explain the procedures used when the applicant's weight and body fat exceed the Service's standards.
- 1-9. Explain who is authorized to conduct body fat testing.
- 1-10. Explain the time requirements for weight loss of overweight applicants.

1208.2 Components

For each component listed below:

- a. What is its purpose?
- b. How is it used?

	<u>a</u>	<u>b</u>
2-1. Scale	X	X
2-2. Measuring Tape	X	X
2-3. Height Gauge	X	X
2-4. Height/Weight Service Charts	X	X

1208.3 Interface

- 3-1. Explain how height/weight testing interfaces with the processing of shipper applicants.
- 3-2. Explain how height/weight testing interfaces with the recruiting commands' mission.

1208.4 Special Conditions

- 4-1. Explain the procedures used for applicants who fail the initial body fat test.

1208.5 Safety Precautions

- 5-1. None to be discussed.

1209 *Ortho/Neuro Examination*

References:

- a. AR 601-270
- b. USMEPCOM Reg 40-1

1209.1 Explanation

- 1-1. Explain the procedures for conducting ortho/neuro exercises.
- 1-2. Explain the purpose for conducting ortho/neuro examinations.
- 1-3. Explain the responsibilities of medical personnel during ortho/neuro examinations.

1209.2 Components

2-1. None to be discussed.

1209.3 Interface

3-1. Explain how ortho/neuro examinations interface with consults.

3-2. Explain how ortho/neuro examinations interface with applicant processing through the Medical Section.

1209.4 Special Conditions

4-1. Explain the procedures for processing applicants who refuse to perform ortho/neuro exercises.

1209.5 Safety Precautions

5-1. Explain the safety precautions taken while applicants are demonstrating ortho-neuro exercises.

1210 *Air Force Strength Aptitude Test*

References:

- a. AR 601-270
- b. USMEPCOM Reg 40-1

1210.1 Explanation

1-1. Explain the purpose of the Air Force strength aptitude test.

1-2. Explain the procedures for conducting Air Force strength aptitude tests.

1210.2 Components

2-1. None to be discussed.

1210.3 Interface

3-1. Explain how the Air Force strength aptitude testing interfaces with applicants processing through the Medical Section.

1210.4 Special Conditions

- 4-1. Explain the procedures for processing applicants who fail to lift the minimum Air Force strength aptitude test weight.

1210.5 Safety Precautions

- 5-1. Explain the safety precautions taken while applicants are being administered the Air Force Strength Aptitude Test.

1211 Quality Control

References:

- a. USMEPCOM Reg 40-1
- b. USMEPCOM Reg 680-1
- c. USMEPCOM Policy Memo 2-1

1211.1 Explanation

- 1-1. Explain the purpose of quality control.
- 1-2. Explain the procedures for conducting quality control checks during the medical history orientation briefing.
- 1-3. Explain the procedures for conducting quality control checks at the medical control desk.
- 1-4. Explain the procedures for performing quality control duties as the medical late stay person.

1211.2 Components

For each component listed below:

- a. What is its purpose?
- b. What are the required quality control checks?

	<u>a</u>	<u>b</u>
2-1. Standard Form 88 (Report of Medical Examination)	X	X
2-2. Standard Form 93 (Record of Medical History)	X	X
2-3. DD Form 2005 (Privacy Act Statement) Health-Care Records	X	X

2-4. DD Form 2246 (Applicant Medical Pre-Screening Form)	X X
2-5. USMEPCOM Form 40-8-1-E (HIV Antibody Testing Acknowledgment)	X X
2-6. USMEPCOM Form 40-8-E (Drug and Alcohol Testing Acknowledgment)	X X
2-7. USMEPCOM Form 40-8-2-R (Breath Alcohol Analyzer Calibration Record)	X X
2-8. USMEPCOM Form 40-8-3 (Urine Sample Custody Document)	X X
2-9. USMEPCOM Form 40-8-6-R (HIV Control Log)	X X
2-10. USMEPCOM Form 601-23-2-E (Records Flag)	X X
2-11. USMEPCOM Form 714A-E	X X
2-12. USMEPCOM Form 727-E (Processing List)	X X
2-13. USMEPCOM PCN ZHM002 - Drug and Alcohol Roster	X X
2-14. USMEPCOM PCN 714ADP	X X

1211.3 Interface

- 3-1. Explain how medical quality control interfaces within the command's quality control program.
- 3-2. Explain how the medical quality control interfaces with the MIRS.
- 3-3. Explain how medical quality control interfaces with applicant processing.
- 3-4. Explain how medical quality control interfaces with HIV and DAT results.
- 3-5. Explain how medical quality control interfaces with medical coding.
- 3-6. Explain how medical quality control interfaces with preenlistment interviews when applicants disclose additional medical information.

1211.4 Special Conditions

- 4-1. Explain the procedures for notifying the Services of applicants not authorized to process after evening projection quality control checks.

- 4-2. Explain the procedures used when errors are discovered during quality control (QC) checks and applicants have entered the Delayed Entry Program.

1211.5 Safety Precautions

- 5-1. None to be discussed.

1212 *Dial-a-Medic*

References:

- a. DOD Directive 6130.3
- b. USMEPCOM Reg 40-1

1212.1 Explanation

- 1-1. Explain the purpose of the Dial-A-Medic Program.
- 1-2. Explain the procedures for receiving and annotating Dial-A-Medic calls.
- 1-3. Explain where you locate answers for Dial-A-Medic questions.

1212.2 Components

For each component listed below:

- a. What is its purpose?
- b. How is it used?
- c. Where is it located?

	<u>a</u> <u>b</u> <u>c</u>
2-1. Dial-A-Medic log book	X X X

2-2. DOD Directive 6130.3	X X X
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	<u>a</u> <u>b</u> <u>c</u>
2-3. AR 40-501	X X X

2-4. USMEPCOM Reg 40-1	X X X
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2-5. USMEPCOM Reg 40-8	X X X
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1212.3 Interface

- 3-1. Explain how Dial-A-Medic interfaces with applicant projections.
- 3-2. Explain how Dial-A-Medic interfaces with the recruiting commands.

1212.4 Special Conditions

4-1. Explain the procedures used when a Dial-A-Medic answer cannot be readily located.

1212.5 Safety Precautions

5-1. None to be discussed.

1213 *EKG Technician*

References:

- a. USMEPCOM Reg 40-1
- b. Manufacturer's EKG Manual

1213.1 Explanation

1-1. Explain the purpose of EKG testing.

1-2. Explain under what conditions applicants receive EKG testing.

1-3. Explain the procedures for conducting EKG testing.

1213.2 Components

For each component listed below:

- a. What is its purpose?
- b. How is it used?
- c. Where are they positioned?

	<u>a</u>	<u>b</u>	<u>c</u>
2-1. Standard limb leads	X	X	X
2-2. Augmented limb leads	X	X	X
2-3. Chest leads	X	X	X
2-4. Electrocardiograph machine	X	X	

1213.3 Interface

3-1. Explain how EKG testing interfaces with the applicants/HCPs who are over the age of 40.

3-2. Explain how EKG testing interfaces with applicant processing.

3-3. Explain how EKG testing interfaces with the recruiting commands' mission.

1213.4 Special Conditions

4-1. Explain the procedures for completing an applicant's physical who requires an EKG when the MEPS EKG machine is inoperative.

1213.5 Safety Precautions

5-1. Explain the safety precautions associated with the use of portable electrical equipment.

CERTIFICATION**1301 *Medical History Orientation Briefing***

Estimated completion time: 4 weeks

Prior to starting your assigned task(s), complete the following items:

Basic Knowledge: 1101 through 1105

Duties: 1201

1301.1 Demonstration

Place a ✓ mark or
your initials as you
complete a subtask

1-1. Greet applicant and explain the purpose of the medical examination. _____

1-2. Read/ensure applicant understands and signs DD Form 2005 (Privacy Act Statement). _____

1-3. Explain/ensure applicant understands and signs USMEPCOM Form 40-8 -E (Drug and Alcohol Testing Acknowledgment). _____

1-4. Explain and ensure applicant properly completes a SF 88 and SF 93. _____

1-5. Conduct a BAT. _____

Initials

Date

Task 1301 completed: _____

1302 *Medical Examination*

Estimated completion time: 2 weeks

Prior to starting your assigned task(s), complete the following items:

Basic Knowledge: 1101 through 1105

Duties: 1202

1302.1 Demonstration

Place a ✓ mark or
your initials as you
complete a subtask

1-1. Conduct quality control checks on applicants prescreen,
USMEPCOM Form 714A-E, and USMEPCOM PCN 714ADP. _____

1-2. Monitor applicant flow in the Medical Section. _____

1-3. Check in applicants at medical control desk - complete lab labels. _____

Initials

Date

Task 1302 completed: _____

1303 *Vision Examination*

Estimated completion time: 2 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 1101 through 1105

Duties: 1204

1303.1 Demonstration

Place a ✓ mark or
your initials as you
complete a subtask

1-1. Conduct Pseudo-Isochromatic Plates (PIP) tests and record
results. _____

1-2. Conduct far visual acuity tests and record results. _____

1-3. Conduct near visual acuity test and record results. _____

1-4. Conduct depth perception tests and record results. _____

1-5. Conduct far vertical phoria tests and record results. _____

1-6. Conduct far lateral phoria tests and record results. _____

1-7. Conduct Farnsworth Lantern (FALANT) color perception tests
and record results. _____

Place a ✓ mark or
your initials as you
complete a subtask

1-8. Use of lensometer and record results.

Initials

Date

Task 1303 completed: _____

1304 *Laboratory Technician*

Estimated completion time: 4 weeks

Prior to starting your assigned task(s), complete the following items:

Basic Knowledge: 1101 through 1105

Duties: 1205

1304.1 Demonstration

Place a ✓ mark or
your initials as you
complete a subtask

1-1. Draw blood.

1-2. Perform pregnancy tests.

1-3. Record test results on a SF 93.

1-4. Properly dispose of biological waste.

1-5. Perform protein/glucose tests.

1-6. Perform a RPR test.

1-7. Perform a daily breath alcohol analyzer calibration.

Initials

Date

Task 1304 completed: _____

1305 *Blood Pressure/Pulse*

Estimated completion time: 2 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 1101 through 1105

Duties: 1205

1305.1 DemonstrationPlace a ✓ mark or
your initials as you
complete a subtask

1-1. Conduct and record the applicant's pulse. _____

1-2. Conduct and record applicant blood pressure. _____

Initials

Date

Task 1305 completed: _____

1306 *Hearing Examination*

Estimated completion time: 4 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 1101 through 1105

Duties: 1206

1306.1 DemonstrationPlace a ✓ mark or
your initials as you
complete a subtask

1-1. Be certified to conduct a hearing examination. _____

1-2. Brief applicant prior to conducting the hearing examination. _____

1-3. Conduct a hearing examination. _____

1-4. Conduct and record a weekly calibration. _____

Initials

Date

Task 1306 completed: _____

1307 *DAT/Urinalysis*

Estimated completion time: 4 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 1101 through 1105

Duties: 1207

1307.1 Demonstration

Place a ✓ mark or
your initials as you
complete a subtask

1-1. Conduct a DAT.

1-2. Complete a DAT documentation.

1-3. Package and ship urine samples.

Initials

Date

Task 1307 completed: _____

1308 *Height/Weight*

Estimated completion time: 2 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 1101 through 1105

Duties: 1208

1308.1 Demonstration

Place a ✓ mark or
your initials as you
complete a subtask

1-1. Conduct height/weight tests and record results.

1-2. Conduct body fat tests on Army applicants and record results.

1-3. Conduct body fat tests on Navy applicants and record results.

Place a ✓ mark or
your initials as you
complete a subtask

1-4. Conduct body fat tests on Air Force applicants and record results. _____

Initials

Date

Task 1308 completed: _____

1309 *Ortho/Neuro*

Estimated completion time: 2 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 1101 through 1105

Duties: 1209

1309.1 *Demonstration*

Place a ✓ mark or
your initials as you
complete a subtask

1-1. Conduct ortho exercises. _____

1-2. Conduct neuro exercises. _____

Initials

Date

Task 1309 completed: _____

1310 *Air Force Strength Aptitude Test*

Estimated completion time: 2 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 1101 through 1105

Duties: 1210

1310.1 Demonstration

Place a ✓ mark or
your initials as you
complete a subtask

1-1. Conduct an Air Force strength aptitude test and record results. _____

Initials

Date

Task 1310 completed: _____

1311 *Quality Control*

Estimated completion time: 2 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 1101 through 1105

Duties: 1211

1311.1 Demonstration

Place a ✓ mark or
your initials as you
complete a subtask

1-1. Perform a quality control check on completed SF 88 and SF 93. _____

Initials

Date

Task 1311 completed: _____

1312 *Dial-a-Medic*

Estimated completion time: 2 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 1101 through 1105

Duties: 1212

1312.1 Demonstration

Place a ✓ mark or
your initial as you
complete a subtask

- 1-1. Demonstrate procedures for receiving and annotating
dial-a-medical calls.

Initials

Date

Task 1312 completed: _____

1313 **EKG Technician**

Estimated completion time: 2 weeks.

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 1101 through 1105

Duties: 1213

1313.1 **Demonstration**

Place a ✓ mark or
your initials as you
complete a subtask

- 1-1. Prepare the applicant for an EKG testing.

- 1-2. Prepare EKG machine for testing.

- 1-3. Conduct an EKG test.

- 1-4. Mount an EKG recording.

Initials

Date

Task 1313 completed: _____

PROGRESS SUMMARY SHEET

Page ____ of

NAME: _____ GRADE/RANK:

BASIC KNOWLEDGE**DATE COMPLETED**

1101 USMEPCOM's Mission

1102 Quality Control

1103 Aptitude Testing

1104 Medical Examination

1105 Operational Processing

JOB KNOWLEDGE

1201 Medical History Orientation Briefing

1202 Medical Examination

1203 Vision Examination

1204 Laboratory

1205 Blood Pressure/Pulse

1206 Hearing Examination

1207 DAT/Urinalysis

1208 Height/Weight

1209 Ortho/Neuro Examination

1210 Air Force Strength Aptitude Test

1211 Quality Control

1212 Dial-A-Medic

1213 EKG Technician

CERTIFICATION SHEET

NAME: _____ GRADE/RANK _____

The individual named above, has satisfactorily completed the task(s) in the following MEQS areas shown below.

	Date	Initials
1301 Medical History Orientation Briefing	_____	_____/_____
1302 Medical Examination	_____	_____/_____
1303 Vision Examination	_____	_____/_____
1304 Laboratory	_____	_____/_____
1305 Blood Pressure/Pulse	_____	_____/_____
1306 Hearing Examination	_____	_____/_____
1307 DAT/Urinalysis	_____	_____/_____
1308 Height/Weight	_____	_____/_____
1309 Ortho/Neuro Examination	_____	_____/_____
1310 Air Force Strength Aptitude Test	_____	_____/_____
1311 Quality Control	_____	_____/_____
1312 Dial-A-Medic	_____	_____/_____
1313 EKG Technician	_____	_____/_____

CERTIFICATION: The individual above has satisfactorily completed the task(s) orally and/or in writing, in the area(s) indicated above. The supporting Progress Summary Sheet is attached.

Supervisor's signature	_____/_____
	Date